



Six Child and Educational Psychology Ltd **Privacy Policy**

Six Child and Educational Psychology Ltd is committed to respecting your privacy and personal data. Please read this privacy policy carefully as it describes why and how your data is collected, used, and stored, and my role and responsibilities in keeping it safe. This privacy policy will be regularly reviewed and updated in line with current guidance and legislation.

What is a privacy policy?

A privacy policy outlines that data I collect, use, manage, and store, including personal information and special data. This refers to any information that may be used to identify a person, child (e.g., name, date of birth, address, characteristics).

Why is a privacy policy needed?

A privacy policy is a statement or legal document which outlines and discloses the way in which an individual or organisation manages a client's personal details.

About me

Six Child and Educational Psychology Ltd was founded by Dr Jenna Read in July 2022. As an educational psychologist I am governed and work within the relevant professional body's codes of conduct. This includes the British Psychological Society (BPS) Code of Ethics and Conduct as well as the SEN Code of Practice (Department for Education and Department of Health, 2014). I am registered with the Health Care Professionals Council (HCPC) and work within The Standards of Proficiency for Practitioner Psychologists and The Role of the Standards of Conduct, Performance, and Ethics.

As the director of Six Child and Educational Psychology Ltd, I am the 'data controller' for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). This means that I determine the processing of data and am bound by law to meet certain conditions of data protection and privacy. I will not collect, use, or store any data that is not deemed necessary to our involvement. Any data collected will be securely protected and not kept for any longer than necessary.

Why I collect data

There are a range of reasons I may need to collect personal and special category data about you and your child. This is needed in order to carry out an effective psychological service. Examples of why and how I may collect data include, but is not limited to:

- For consent purposes
- To keep a record of the information shared between us
- To keep in contact with you about the nature of our work
- To understand your child's background, history, strengths, and areas of need to inform assessment and planning
- To monitor and evaluate the impact of psychological support
- To write and share reports
- To provide an invoice of my services
- To receive payment for services from the client

The data collected may include, but is not limited to:

- Your name and your child's name
- Your address
- Your email address
- Your telephone number
- Your child's school and academic/attendance information
- Familial information and history (which may include information about a person's physical and/or mental health)
- Other professionals or services that are involved in/have previously been involved in supporting your child and/or family

What data do I process via my website

My website is powered by GoDaddy.com. I do not collect or use any identifiable information on my website. Clients can contact me via the website in which case I will have access to data such as your email address, name, and any information you include in the initial contact email. I will not hold this data, other via email.

How do I access this data?

Any data collected will be shared by me with yourself and your child. Prior to any involvement, you and/or your child will be provided with information about my service and asked to complete a consent form. The consent form forms the basis of our agreement to work together and for me to collect, use, and store this data in line with this privacy policy and legislation. As the client, you are able to withdraw your consent at any time and without question.

Once a consent form has been completed, a consultation will be arranged. A consultation aims to gather information to holistically understand the child and the context in which they live. This may include, but is not limited to:

- Background information (e.g., the reason for seeking psychological support)
- Familial history (e.g., health, living circumstances, personal events)
- Developmental history

- Family life
- Details about your child's school/educational provision
- Academic data
- Attendance data
- Other services and/or professionals that have previously been involved in supporting your child and/or still are
- Reference to reports and/or assessments completed by other professionals

I will not seek information from any third party without prior consent nor will any information be shared without your consent. You will not be asked to provide any information that is deemed unnecessary to me being able to perform my role as an educational psychologist or provide my psychological services.

How will you store my personal data?

Any documents related to you or your child will be stored securely. Depending on the mode in which this information is received or produced will depend on how it is stored (I.e., electronically or hard copy). I endeavour to store the majority of data electronically which will be held on my own personal laptop which is only used for work purposes. This laptop is password-protected and only accessed by me. Each child will have their own personal password-protected file. Data stored electronically will include consent forms and reports. Consultation and assessment reports will be sent electronically – I will not print a paper copy of these unless asked to do so for the purposes of sending this information directly to the family. During my work with your child, I may complete assessments which require me to hold paper copy and make hand written notes. This information will be stored in a secure lockable filing cabinet in my home office for the duration of my involvement and then destroyed once a report has been completed.

How long will data be stored for?

I will not store your data for any longer than is necessary. I will store information from the date of consent and for the duration of the consent (12 months). If I am no longer involved, I will delete all information however, if I am still involved, I will continue to store information for the duration of our involvement. This means that it is your responsibility to retain copies of our correspondence.

How is my information shared?

Your information will not be shared with anyone unless this has been communicated with you first. Normally, it is appropriate for my reports to be shared with school staff and other professionals/services. Prior to any information being shared, we will discuss whether you are responsible for sharing this information or whether the responsibility lay with me.

Whilst I endeavour to protect your personal information, there are certain circumstances where I may need to share this. I am legally responsible for sharing information with other professionals/services if I have safeguarding concerns. I will aim to be transparent and share this with you however, if I have immediate concerns

about a child's welfare, I may not deem this appropriate, safe, or in the child's best interests.

Requesting personal data

Under data protection legislation, you have a legal right to request any information held on you by me. To make a request for your personal information or someone you have responsibility for please email:

contact@sixchildandeducationalpsychology.com.

Your rights

Under data protection legislation, you have several rights:

Right to be informed

You have the right to be informed about how your data is being processed, used, and stored.

Right to access

You have the right to access any data held about you or someone you have responsibility for.

Right to withdraw

You have the right to withdraw consent for EP involvement at any time and without question.

Right to erasure

Under certain circumstances, you have the right to request erasure however, the right to erasure does not provide a complete right to be forgotten.

Right to rectify inaccurate information

If you believe that I hold inaccurate data, in the first instance please approach me to discuss this. I believe that holding accurate and reflective information is of the utmost importance. Occasions where this may not be appropriate include my own psychological formulations, hypotheses, and conclusions.

Right to restrict and object to data processing

Under certain circumstances, you have the right to restrict and/or object to the processing of personal data.

Please note, there are certain circumstances where your rights may be overridden – for example, if I hold safeguarding concerns and need to fulfil my legal responsibility to share information with other services or professionals.

Security breaches

I am responsible for the security procedures in place at Six Child and Educational Psychology and take this responsibility very seriously. I have procedures in place that aim to protect your data, privacy and confidentiality at all times, as described within this document.

Should a security breach arise, and this breach is deemed to be high risk, it will be reported to the Information Commissioner's Office (ICO). Those impacted by the security breach will be informed and I will endeavour to share the steps I am taking and will take to rectify the situation.

The links available on the website are not covered by this privacy policy as I do not hold control over the websites and therefore am not liable for any security issues that may arise.

How do I make a complaint?

In the first instance, I would like the opportunity to understand your complaint and see if it can be resolved. If you have a concern about how your data is handled, you can contact the ICO www.ico.org.uk